



# PROGRAM TECHNICIAN III

## Employment Opportunity

*The Board of Prison Terms is an Equal Employment Opportunity Employer*

### JOB LOCATIONS

Positions are located in Decentralized Revocation Units (DRUs) located in the following areas: San Quentin State Prison (Marin), Alameda County Jail (Santa Rita/Dublin), Deuel Vocational Institution (San Joaquin), Central California Women's Facility (Madera), Valley State Prison for Women (Madera), High Desert State Prison (Lassen), Rio Cosumnes Correctional Center (Sacramento), Pitchess (Los Angeles), Los Angeles County Jail (Main), California Institution for Men (Riverside), California Institution for Women (Riverside), North Kern State Prison (Kern), Wasco State Prison (Kern) and RJ Donovan Correctional Facility (San Diego)

### POSITION STATEMENT (Permanent Full-Time Position)

Under the general direction of the Office Services Manager I, the Program Technician III is responsible for the complex tasks required in the development and coordination of the parole revocation process and ensures the return to custody assessments, probable cause and revocation hearings conducted at Decentralized Revocation Units and other hearing site locations, are scheduled properly and within court-imposed time frames.

Responsibilities include: 1) Independently developing the master calendars and schedules of the Board's field staff facilitating the statewide hearing process and resolving daily conflicts. 2) Reviewing revocation packets to ensure documentation is sufficient to process and meets statutory requirements for Deputy Commissioner review and consideration. Works directly with Department of Corrections staff to ascertain proper documentation to support revocation charges. Reviews initial conviction and behavior of parolee to determine parolee's eligibility to earn work credits. 3) Responsible for the development of work processes including responsibilities associated with composing research, reports and formulation and preparation of issue and decision memos. 4) Monitors the proper issuance of witness subpoenas. 5) Responsible for timely escort of witnesses, including law enforcement, adverse or friendly witnesses at revocation hearings. 6) Audits attorney, interpreter and local county jail assistance invoices to ensure appropriate submission and accounting of records. 7) Attends training and meetings.

Ability to work within correctional institutions. Must be able to respond to after hour scheduling changes and possible travel may be required.

### SALARY

\$ 2757.00 - \$ 3353.00

### DESIRABLE QUALIFICATIONS

- Ability to address a variety of challenges in a fast-paced and changing environment.
- Ability to cultivate effective working relationships with others.
- Strong working knowledge of the revocation process.
- Well developed oral and written communication and strong interpersonal skills.
- Knowledge of Microsoft Word, Excel, Power Point, Oracle and Access.
- Experience demonstrating creativity, flexibility, and sound judgment.
- Awareness of the organization, mission and values of the Board of Prison Terms.

### ADDITIONAL INFORMATION

The State Application (Form 678) can be downloaded from the State Personnel Board's website: [www.spb.ca.gov](http://www.spb.ca.gov) or the California Youth Authority's website: [www.cya.ca.gov](http://www.cya.ca.gov)

For questions specific to the position and/or duties, contact Sandra Maciel, Chief of Decision Processing and Scheduling Unit, Board of Prison Terms at (916) 324-1931

### SEND APPLICATION TO:

**Board of Prison Terms  
1515 K Street, Suite 600  
Sacramento, CA 95814**

**Attention: Sandra Maciel – DRU Application**

All interested eligible persons are encouraged to apply. Applicants must have transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application. Please identify the job location(s) where you wish to be considered for employment. Applicants are required to submit a State Application (Form 678) by the filing date of September 24, 2004. These positions are pending Department of Personnel Administration approval.

## FINAL FILING DATE

## September 24, 2004

**THE BOARD OF PRISON TERMS IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF AGE, RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION OR SEXUAL ORIENTATION.**